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2007-2008 Arizona Site Steward Handbook

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MEMBERSHIP LIST - OCTOBER 2008

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This document is available in alternate formats by contacting Arizona State Parks ADA Coordinator at 602.542.7152.

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The layout and design for this handbook by Mary Estes (2006-2007 Edition). The Site Steward taking the photos has given them for use in this handbook.



MISSION STATEMENT

The Arizona Site Steward Program supports cultural resource protection, preservation and education through a corps of statewide volunteers with the cooperation of public land managers of Arizona. Stewards are committed to cultural resource preservation activities, especially designated cultural resources for damage caused by vandals or nature.

Statement of Purpose: The Arizona Site Steward Program works toward the following goals:

1. To preserve in perpetuity major prehistoric, historic archaeological and paleontological resources for the purposes of conservation, scientific study, interpretation, and for their importance to Native peoples;
2. To increase awareness of the significance of cultural resources through public speaking, exhibitions, and lobbying of adoption of preservation laws.
3. To discourage site vandalism and the sale and trade of antiquities;
4. To support and encourage high standards of cultural resource investigation throughout the state;
5. To promote better understanding and cooperation among agencies, organizations, tribes and individuals concerned about the preservation of cultural resources;
6. To enhance the completeness of the statewide archaeological inventory by assisting public land managers with site surveys, documenting and reporting new discoveries and monitoring of existing sites assigned to the Steward.
7. To encourage Site Stewards to grow in their ability to recognize and understand the sites they are helping to protect through attendance of various education and training programs.

FIREARMS POLICY

The carrying or use of firearms is not included as part of the discharge of duties under the Site Steward Program. It is not the purpose or function of this Program to conduct law enforcement activities. Therefore, firearms are neither required nor requested for the conduct of the duties of any Site Steward, and their possession or use during the conduct of those duties is strictly prohibited unless qualified law enforcement officers in the performance of their duties are carrying them. Stewards must abide by the policies and regulations of the land managing agencies to which they are assigned as volunteers, and to whatever stipulations are included in any volunteer agreements signed by those agencies.

ARCHAEOLOGICAL WORK

Being a Site Steward means accepting a special responsibility towards Arizona's unique archaeological resources. Stewards wanting to get involved in archaeological or paleontological excavations, whether on public lands or on private lands, shall use professional guidance and proper procedures, according to the Secretary of Interior's Standards, making sure that burial agreements through ASM are in place. In addition, Stewards should not engage in excavation activity on non-threatened sites. Site Stewards may receive credit for assisting with rock art recording, and mapping and survey work. Site Stewards do not receive credit for any type of excavation activity, whether on public or private lands, and therefore, should not wear their Site Steward ID Badge while doing this type of activity.

The Governor's Archaeology Advisory Commission (GAAC) has developed standards to guide private landowners who wish to conduct or allow archaeological work on their lands. For a copy of these guidelines, contact the SHPO at (602) 542-4009.



Site Steward Code of Ethics

The chief objective of the Site Steward Program is to prevent destruction of archaeological and paleontological sites in Arizona and to uphold all state and federal preservation (antiquity) laws. Therefore, all volunteers must be guided by a preservation ethic. Monitoring and non-collective surface investigation will be the only investigative methods used by volunteers. Site Stewards may participate in other kinds of

investigations only when specifically requested by, and directly supervised by, officials of the appropriate land managing agency. Stewards will hold archaeological site location information in strict confidence due to legislated restrictions of site location information. (See section on Federal laws under ARPA in back of Handbook) It will be made available only to the appropriate authority responsible for administering the lands involved.

Each volunteer will perform his/her duties as a Steward in accordance with the procedures published in the Site Steward Handbook. A statement agreeing to abide by the Code of Ethics is included on the State Historic Preservation/Arizona State Parks agreement signed by every Steward at the time of training. Adoption of this Code of Ethics indicates agreement that the following rules will be observed.

SITE STEWARDS SHALL:

- **COMPLY WITH PRESERVATION LAWS**

Stewards shall comply with all Federal, State and local antiquity laws and regulations.

- **RESPECT THE PUBLIC**

As representatives of the State and Federal agencies that participate in the Program, Stewards shall be courteous on public lands and respect private property.

- **HOLD SITE INFORMATION CONFIDENTIAL**

Site Stewards shall not share site information with anyone outside the Site Steward Program; nor shall they put site location information on the Internet (see Site Kit section on page 36).

- **ADHERE TO PROTOCOL FOR BRINGING OTHERS TO A SITE**

Stewards shall take only other certified Site Stewards or professional archaeologists to archaeological sites; all others require permission from the appropriate Land Manager (see section on Observers, page 30).

- **REPORT VIOLATIONS**

Site Stewards shall give information about suspected violators of local, State, and Federal laws only to the appropriate law enforcement officer and to the land manager with the authority responsible for administering the lands involved.

- **REPORT HUMAN REMAINS**

If human skeletal remains are found at a site, Site Stewards shall not photograph the remains, but shall promptly notify the local land manager. If human skeletal remains are noted on private lands, the Site Steward shall report such finds to the Arizona State Museum.

- **TRANSFER OF STEWARDSHIP**

Upon termination of stewardship, each Steward shall transfer to the Regional Coordinator or the State Program Coordinator, all records, photographs, and other documents pertaining to the Site Steward Program and shall surrender their Site Stewards ID Card to the Regional Coordinator or State Program Coordinator.

SITE STEWARDS SHALL NOT:

- **COLLECT ARTIFACTS**

Site Stewards shall not collect any artifacts on State or Federal lands unless explicitly directed to do so under the supervision of a professional archaeologist who meets the federal and state permitting standards.

- **CONDUCT MEDIA INTERVIEWS AT A SITE**

Site Stewards shall not conduct media interviews or participate in any other publicity concerning the location/condition of sites without the consent of the involved landowners/land managers and authorized by the State Program Coordinator.

- **HAVE CONFLICTS OF INTEREST**

Stewards shall not engage in activities or accept positions that represent conflicts of interest with the goals and aims of the Site Steward Program.



**A SITE STEWARD SHALL FIND VANDALISM, RECORD IT, REPORT IT,
BUT WILL NOT INTRUDE, INVESTIGATE OR INTERPRET.**

Background of the Arizona Site Steward Program



James Garrison, SHPO, and Mary Estes, State Program Coord., holding award from the National Conference of State Historic Preservation Officers.

Origin and Development

Arizona is proud of the diversity of its cultural heritage resources. Yet, the rapid rate at which these resources are being lost or destroyed by vandalism is appalling. As the rate of loss increases with the state's development, so does the concern. Beginning with the Antiquities Act of 1906, federal and state laws have established stringent penalties for vandalism of cultural resources or trafficking in pre-contact art and artifacts. Recently, federal laws have been enacted to study and protect places of cultural significance threatened by federally funded development. And, as a consequence of the National Historic Preservation Act of 1966 and Executive Order No. 11593 of 1971, agencies were established to assist governments at all levels in carrying out their historic preservation responsibilities.

For these laws to be effective, however, everyone must feel an individual sense of responsibility for the protection of our nation's cultural heritage. There are simply too few law enforcement agents in any state or federal agency to effectively patrol all of its resources. Public volunteers, organized and trained to report to the land managing agencies where vandalism is occurring, are looked to as the solution. The idea of private citizens as partners with the public land managers is not a new "concept," only reborn from time to time for a variety of programs and projects.

As old as the idea of using volunteers to help identify and safeguard cultural heritage may be, until 1986 only six formal programs were known to exist in the world. British Columbia established such a program in 1979 and other programs have been attempted in Ontario, Saskatchewan, Australia, South Carolina and Texas. In 1986, only the programs in British Columbia, Saskatchewan and Texas were active, but in 1993, a similar steward program started in New Mexico, and subsequently in California, Utah and Colorado. While the U.S. Forest Service and Bureau of Land Management have used volunteers to patrol sites on their lands in Arizona, until the State Historic Preservation Office (SHPO)

and the Governor's Archaeology Advisory Commission (GAAC) were formed, there was no mechanism for placing primary responsibility for the operations of such a program with a single agency. Further, there was no provision for applying continued emphasis and oversight to its function.

On December 9, 1985, at the first meeting of the newly appointed GAAC, Governor Bruce Babbitt conveyed to the Commission his interest in the Texas Archaeological Stewardship Network. The Texas program focuses on professional stewards doing surveys, recording private artifact collections and doing public education about historic preservation. Governor Babbitt suggested the Commission look into this program and determine if something similar might be useful in Arizona. The Law Enforcement Subcommittee of the GAAC quickly focused on establishing a volunteer steward program, with monitoring sites for vandalism as its primary purpose. After contacts were made with the State of Texas and the province of British Columbia to learn about their programs, a proposal was prepared and the Commission formally approved the establishment of the Arizona Site Steward Program on June 5, 1986.

The Commission also looked into what a Site Steward might do in addition to site monitoring. Many activities such as public education, site recording, project monitoring and documentation of private collections, were suggested, and incorporated into the Program's "Statement of Purpose." Other efforts led to an agreement between the public land managers of Arizona, the Hopi Tribe and the State Historic Preservation Office/Arizona State Parks, to establish and utilize the Site Steward Program. The formal agreement, referred to as the Intergovernmental Agreement (IGA), signed by each of the sponsors and the State Historic Preservation Officer, (Starting in 1995 the signatory to the agreement was Ken Travous, the Executive Director of Arizona State Parks.) was filed with the Arizona Secretary of State on March 21, 1988. The list of those agencies that have signed an IGA over the years to participate in the Arizona Site Steward Program can be found on pages 14-15. By 2000, the Hopi Tribe was no longer a participant in the Program due to the difficulty in trying to get the Program regionally organized on the Hopi Reservation,

The Intergovernmental Agreement

The Intergovernmental Agreement (IGA) establishes a contractual agreement between its signers. The concept of the Site Steward Program is defined and it prescribes the program's organization and function. The authorities (law's, statutes and regulations) are cited under which volunteers can be utilized in a joint venture by state, federal and other political entities for historic preservation activities.

The IGA commits the signers to advise and support (with communications, printing, training aids, etc.) the Site Steward Program through the State Historic Preservation Officer.

In the agreement, the duties and responsibilities of the State Parks Board and SHPO are specified as selecting and training the volunteer coordinators, formulating procedures for the administration of the program, creating a training program, overseeing public

information statewide and reporting annually on the activities and accomplishments of the Site Steward Program to the participating parties and the public.

The IGA defines the duties and responsibilities of the participating public land managers as identifying coordinators for Site Steward activities. They also prioritize sites to be monitored on the agency's lands and execute volunteer agreements with Site Stewards. This agreement includes land manager's responsibility for site stewards who are injured in performance of their duties. Additionally, the IGA provides Stewards with names and phone numbers of law enforcement officers to be contacted and the reporting procedures to be followed on the agency's lands as they work together to monitor program activities. Through their representatives on the Volunteer Site Steward Committee, land managers are also responsible for evaluating the program's effectiveness, making recommendations to the SHPO and acknowledging the superior performance of volunteers.

Sections II and III of the IGA are reproduced below to emphasize the feelings of the sponsors concerning the importance and the function of this program.

II. Purpose

The archaeological resources of the State of Arizona are deemed a valuable and non-renewable resource of the people of Arizona and the people of the United States of America. Many archaeological sites throughout Arizona are currently being subjected to vandalism and other permanent forms of destruction. This illegal activity continues, in part, due to a lack of understanding by the public of the true value of these resources and a lack of regular surveillance of these locations. State and Federal laws encourage cooperation among State and Federal agencies, local governmental entities and private citizens. The undersigned parties have determined that a program of regular, volunteer visitation of locations of archaeological resources diminishes the rate of their destruction and leads to an improved attitude among local citizens toward archaeological resources in their region,

III. Agreement

The parties hereby agree to cooperate in the implementing of a volunteer program to be called the "Site Steward Program" that will be under the direction of the State Historic Preservation Office, Arizona State Parks, as the agency in charge of coordination and training, and the Arizona Archaeology Advisory Commission. A state coordinator will be appointed, assisted by appointed volunteer regional coordinators. Local volunteers will act as Site Stewards to assist the Regional Coordinators by visiting specific archaeological sites within their regions. The Site Stewards will report their observations to designated authorities, but will not act in any law enforcement capacity. The parties to this IGA will execute separate volunteer agreements with Site Stewards as necessary to enable the visitation of archaeological sites on lands under their jurisdiction.

By 1992, the program comprised more than 400 certified Site Stewards serving appointments by the SHPO and assigned to 27 community-based regions. These volunteers were committed to monitoring over 500 archeologically significant sites or areas. As the program moved into 1996, between dropping inactive Stewards from the roster and the training of new ones, the number of Site Stewards remained the same. The number of sites, however, increased to over 600 with new ones being added on a regular basis, more and more at the request of zealous Stewards seeing the need to include sites not previously on the Steward inventory. By 1998, the program had grown to more than 500 Site Stewards with over 1000 sites being monitored. In March 1996, the program began tracking hours spent in educating the public about the importance of heritage resources and the number of occurrences of site vandalism that were reported to the land managers. In 1999 and 2000, the program received two recognition awards: the Bureau of Land Management's "Legacy of the Land Award" and the US Forest Service's "Windows on the Past Award." By 2003, the program had 700 Site Stewards. In 2005, the Site Steward Program received national recognition by receiving awards from the Society of American Archeology, the National Conference of State Historic Preservation Officers, and the National Trust of Historic Preservation. By the end of that year, the Program had 850 Site Stewards, and the Program's site inventory had grown to 1700 sites. In 2007, the number of active Stewards fell to 820 due to death, moving outside the state or lack of activity of the individual.

With so many Arizona citizens stepping forward to volunteer because of their concern for the indiscriminate damage or complete destruction of some of our cultural resources, the program can now turn Stewards' attention to other preservation activities: site mapping, identifying unrecorded sites, sign repair or maintenance, recording private collections and oral histories, and most important, to continue to increase public awareness of our cultural resources and the need for their protection.

SELECTION, DUTIES AND RESPONSIBILITIES OF STEWARD

SELECTION OF STEWARDS

Who can volunteer? Anyone who has an interest in preservation and who is willing to abide by the Site Steward Code of Ethics is eligible to join the program. Site Steward volunteers will be recruited and selected without regard to race, creed, religion, age, sex color, national origin or disability. Because the Program is funded and supported by federal and state land managers for the identification and protection of cultural resources, we practice a nondiscriminatory policy.

A person may receive academic credit or some other type of compensation from sources other than a program sponsor. If a sponsor is not paying for the work that is being done the person can be considered a volunteer. Off duty employees of the various sponsors and their families and individuals from the private sector whose employers are donating their services to the program, or to a sponsor in the name of the program, can be volunteers, unless the agency itself has a policy against such activity for their employees. Sponsor's employees however, shall not be accepted as volunteers for duties that are a

continuation or extension of their official duties (what they are being paid to do). Individuals over the age of 16 years may be volunteers providing they have the written consent of their parent or guardian. If a region develops a project requiring a considerable commitment of hours, especially over a prolonged period of time, individuals convicted of minor crimes and participating in court-approved probation without sentencing, work release, or alternate sentencing programs, can serve as volunteers at the discretion of Regional Coordinator and responsible Site Steward Coordinator (land manager) to complete the project. However, no person, referred from a court-approved program, who has been convicted of a violent crime, crime against a person, crime involving the use of a weapon, an archaeological crime, or any other felony, shall be utilized as a volunteer in any aspect of the program.

SITE STEWARD TRAINING PROGRAMS

Basic Site Steward Training: The content and outcome of the basic eight to ten hours of initial training is prescribed by the Commission as one of the prerequisites for appointment as a Site Steward and consists of approximately five hours of classroom introduction to the Site Steward Program and four hours of field training. The Regional Coordinator can waive the field-training requirement for Steward candidates with extensive field experience in archaeology, providing the individual has knowledge of crime scene management. The field training may also be waived for candidates with physical limitations that will restrict their Steward participation to administrative or other non-field duties. The emphasis is placed on field experience in the Region's area because the major outcome of the field training is to familiarize candidates with the geographic uniqueness of the cultural resources found in and peculiar to the local area. Being familiar with the cultural resources found in the Salt River Basin will in no way prepare one for identifying the cultural resources common to the Kingman, Yuma or Sierra Vista areas and vice versa. A "Certificate of Training" is issued by GAAC when this training is completed as visible evidence that this prerequisite for appointment has been met.

Region Training: Regional Coordinators may and are encouraged to offer orientation and training to increase the skills of the Region's Stewards and to provide opportunities for networking with other Stewards and the invited land managers at periodic meetings.

Regional Coordinator Training: Training for Regional Coordinators and their Assistant Coordinators concerning expected duties and items of topical interest should take place once a year. Regional Coordinators' mileage to attend these one-day workshops is reimbursed.

Land Manager Training: Stewards are encouraged to participate in para-archaeology, survey, mapping, rock art recording and other related training activities offered by the land managers to their employees and other volunteers.

Regional Stewards' Workshops: Regional Stewards' Workshops are held two or three times a year to continue the training of Stewards and to enhance the skills useful to the land manager, the community or to the program in general. These are also good networking opportunities between Stewards, SHPO staff, and local archaeologists.

Annual Site Steward Conference: This annual conference is for all Stewards statewide to gather to continue their training and exchange ideas. The conference affords the Program, Regional Coordinators, and the Land Managers an opportunity to recognize Stewards who are doing outstanding work in their regions. This is combined with the State Parks volunteer conference each spring.

SITE STEWARD APPOINTMENTS

The State Historic Preservation Officer makes all Site Steward Program appointments.

Site Steward: Initial appointments are made for a probationary period of one year. Eligibility for appointment requires application of the Steward candidate, the Certificate of Training, the volunteer agreement signed by the Steward candidate, the endorsement of the agreement by the Regional Coordinator and approval of the Program Coordinator. If the Steward passes the probationary period, his/her stewardship is automatically extended to an open-ended period, but can be terminated at any time by either the Steward or the State Historic Preservation Officer. Requirements to pass the probationary period are:

- 1) Take at least two site visits or field trips with the Regional Coordinator and/or Operations Assistant and/or qualified Team Leader and/or local Land Manager;
- 2) Send the State Program Coordinator a minimum of two service reports during that probationary year;
- 3) Make a site monitoring commitment.

Site Stewards' activity is reviewed quarterly to ensure the Steward is active. If the expected standard of performance is not met, after a year of inactivity, the Steward will be dropped from the Site Steward Program roster. At the discretion of the State Program Coordinator, Stewards can be reinstated up to one year after being terminated without retraining.

Regional Coordinator: Regional Coordinator appointments are made on the recommendation of the State Program Coordinator or the Land Manager to the State Historic Preservation Officer. Unless established at the time of appointment, they are for an unspecified period of time.

Assistant Coordinator: Appointments for Assistant Coordinators are delegations of authority by the Regional Coordinators and require no other review or approval. An Assistant Coordinator serves the individual Regional Coordinator, and when the Regional Coordinator resigns, the new Regional Coordinator may ask the Assistant Coordinator to continue to serve or may delegate someone else of their own choosing to perform those duties.

SITE STEWARD DUTIES AND ACTIVITIES

The primary mission of the Site Steward Program is to periodically monitor land manager nominated-and region-accepted archaeological resources for evidence of new vandalism or damage by nature.

Every region differs in geography, cultural resources, the number of land managers served, the land managers' needs, etc. Tasks may present themselves that hardly seem related to the primary mission. Regions may participate in any preservation-related activity requested by a participating sponsor's Site Steward Coordinator and accepted by the region as a commitment. Not every Steward in the region may want to participate in a particular project or activity, nor be interested in being trained to do so, but the activity has to be accepted by the Region whether one or all of the Stewards will become involved. These activities may include but are not limited to:

- Acting as liaison between local communities and the SHPO in support of SHPO sponsored education efforts, Archaeology Awareness Month events, etc.
- Promoting information exchange and cooperation between government, archaeologists, collectors and the public
- Documenting/photographing private artifact collections
- Assisting in activities such as surveys, mapping and rock art recording
- Collecting, cataloging and recording oral histories regarding local historic persons, families, activities or places
- Providing information to communities through talks and slide shows on Steward activities, antiquity laws and preservation
- Establishing contact and serving community liaison for archaeologists working in the community
- Serving as the local resource person on such preservation matters as nominations for the Arizona or National Register of Historic Places

There could be many other activities. However, as a review, there are three prerequisites that must always be met for an activity to be accepted into the Site Steward Program

1. The project or activity must have been accepted or requested by the Site Steward Coordinator of one of the program sponsors.
2. The region must accept the project or activity whether it is to be met as a region commitment or accepted by an individual Steward or team of Stewards in the name of the accepting region.
3. If the activity is controlled under existing laws and regulations, the activity must be authorized and performed according to the applicable laws and regulations.

Unless the above prerequisites are met, activity time cannot be credited to the program.

STEWARDS' RESPONSIBILITIES

1. Abide by your agreement to follow the Code of Ethics of the Site Steward Program.
2. Maintain frequent contact with your team leader, project leader or Regional Coordinator (whichever is most appropriate), preferably each month, and at a minimum of every quarter.
3. Your responsibility is to be active and participate in the program by seeking commitments commensurate with the time and other resources you can devote. If you should lose contact with your region's coordinator, contact the State Program Coordinator at the SHPO. The State Program Coordinator will let you know who the Regional Coordinators and/or Site Steward Coordinators are in your new area. It is the responsibility of the Regional Coordinator (and/or Operations Assistant) and the concerned Site Steward Coordinators to develop a meaningful "menu" of Steward commitments available for the region's Stewards. It is your responsibility to seek out, accept and complete the commitments you choose.
4. Turn in or mail a Site Steward Service Report Activity Log (see master copy on page 50) to the State Program Coordinator each quarter that you have hours creditable to the Steward Program, i.e., monitoring a site, attending a Regional Stewards Workshop or annual conference (travel time going to workshops and the annual conference are not to be included), attending an official training or participating in an educational activity relating to archaeology or paleontology.
5. Try to serve the equivalent of a half-day each month. No minimum limit of service has been established, but it is generally felt that a Steward should visit the site(s) assigned to them at least twice during each quarter to maintain an acceptable standard of performance.
6. The Site Steward Program has no, and claims no, association or affiliation with any other organization, political or tribal party, club or movement, nor does it support or align itself with any programs or causes not supporting the Program's Statement of Purpose. It is not required for an individual to belong to any other association, organization or club to become a Site Steward.
7. Do not serve nor create the impression of having the authority to serve in any law enforcement capacity while performing any Site Steward activity.
8. Assist the Regional Coordinator by introducing new Stewards to sites if asked (when convenient to do so).
9. If for any reason, the Steward wishes to terminate their commitment to monitor their assigned site, the Site Kit must be returned to the Land Manager and your I.D. Card sent back to the State Program Coordinator or surrendered to the Regional Coordinator.

CONTINUED TRAINING

Although site monitoring and doing preservation work that directly benefits the land managers is the primary responsibility of the Site Steward, Stewards are encouraged to, participate in activities that will increase their knowledge of and experience in archaeology. Any activity if done to increase the steward's skill and/or awareness of archaeology can be reported for Site Steward Credit under "Other" on the quarterly Activity Log. These hours are not reported to the Land manager. For the land manager to receive credit, it should be an activity that directly benefits the land managing agency (i.e., monitoring, surveying, or mapping).

The guidelines for Personal Education activities are as follows:

Activities Acceptable for Personal Education Credit:

Non-professional activities acceptable for credit include classes, seminars, fieldtrips/tours taken in the State of Arizona that are sponsored, guided or presented by reputable museums, organizations or educational institutions. Activities sponsored by Arizona Archaeological Society, Arizona Archaeological and Historical Society, American Rock Art Research Association, Pueblo Grande Museum, Heard Museum, Southwest Archaeology Team, Arizona Museum of Natural History, Museum of Northern Arizona and Arizona State Museum may be credited. Activities from other organizations will be subject to approval by the Program Coordinator. Travel hours are not creditable for Personal Education activities. Put personal education hours under "Other."

College courses that award credit hours will be reported as credit hours, not in real time.

Activities Not Eligible for Credit:

Regular monthly/quarterly or annual membership meetings of organizations, field school excavations or professional or paraprofessional excavation or activities of any organization not approved by the Program Coordinator are not eligible for credit. Trips taken by the Steward on their own to visit sites (i.e., vacations or weekend getaways, are not creditable). In order to get credit for a "site visit", the Site Steward must have a signed volunteer agreement with the land manager on whose land (sites) they are visiting.

How To Report:

Time should be reported under "Other" on the quarterly Activity Log. Give the name of the sponsor, archaeologist/guide or instructor, date of activity or title of the class, and designate the time as spent (disallow travel time). If in doubt about whether an activity is acceptable for credit, contact the Program Coordinator at 602.542.7143.

ORGANIZATION

PROGRAM PARTICIPANTS: THEIR ROLES AND RESPONSIBILITIES

The Arizona State Parks Board (ASPB) consists of citizens appointed by the Governor who are responsible for nominating, developing and operating Arizona's State Parks through an executive director. The legislature directed the ASPB to administer the state historic preservation program through the State Historic Preservation Officer, established under the State Historic Preservation Act (ARS 41-511.04).

The State Historic Preservation Office (SHPO) is under the direction of the State Historic Preservation Officer who is an employee of ASPB and designated by the Governor. The SHPO administers the various historic preservation programs in the state (pursuant to the State Historic Preservation Act (ARS 41-861 et seq.) and acts in a consultant capacity to assist state, county and municipal agents in carrying out their historic preservation duties. The SHPO is advised by the Governor's Archaeology Advisory Commission (GAAC) and the Arizona Historical Advisory Commission.

The Governor's Archaeology Advisory Commission (GAAC) is established by State law (A.R.S.41-847) and its members are appointed by the Governor for staggered 3-year terms. The Arizona Site Steward Program was developed under the direction of the GAAC, and is responsible for periodic updates to the GAAC on the program's progress. The Commission advises the SHPO on a variety of important archaeological matters.

Other Program partners (sponsors) who have signed IGAs to implement the Program on their lands are the following:

1. **The Bureau of Land Management (BLM)**, an agency of the Department of the Interior, manages all federal lands not designated as National Forests, Parks, Monuments, Wildlife Refuges and Military and Coast Guard installations and reservations. Except for the State of Arizona, the BLM manages more land in Arizona than any other agency and more than all private landowners combined. It administers these public lands through four Field Offices, each managed by a Field Manager. These are: Phoenix Field Office, Safford Field Office, Yuma Field Office, Tucson Field Office, Lake Havasu Field Office, Kingman Field Office, San Pedro Project Office, and the Arizona Strip Field Office (in St. George, Utah). The State Director at the BLM Arizona State Office in Phoenix oversees the Field Offices.
2. **The United States Forest Service (USFS)** in Arizona is represented by the Apache-Sitgreaves, Coconino, Coronado, Kaibab, Prescott and Tonto National Forests. Each forest is autonomous in the state, being responsible directly to the USFS Region 3 located in Albuquerque, New Mexico. The Regional Forester for USFS Region 3 is the Land Manager signatory of signatory of the Intergovernmental Agreement establishing the Site Steward Program. Each Forest Supervisor will, for our purposes, be the Local Land Manager, as are the

BLM Field Managers, and will designate a Site Steward Coordinator from their agency to serve as the Program liaison with their agency. Usually this person is a professional archaeologist.

3. **The Arizona State Land Department** is responsible for the management of 9.5 million acres of State Trust Land. The Department's primary function is to produce the highest revenue yield for its beneficiaries that are the state's public school systems. This does not include state-owned lands managed by the Departments of Military and of Corrections, various wildlife refuges, university farms, etc. The Land Commissioner is the Land Manager for the State Land Department. The liaison with the State Land Department is the environment officer or agency archaeologist.
4. **The City of Phoenix Parks, Recreation and Library Department (PRLD)** administers over 200 municipal parks and mountain preserves within the City's 460+square mile boundaries. Some of those parks and mountain preserve contain archaeological sites. The PRLD has a City Archaeologist, stationed at Pueblo Grande Museum, who is responsible for the management of archaeological sites on City property.
5. **Maricopa and Pima County Parks and Recreation Departments** administer a number of parks and mountain recreation areas that contain archaeological sites within Maricopa and Pima County boundaries.
6. **The Bureau of Reclamation (BOR)**, an agency of the Department of the Interior, develops and manages water projects in the 17 western states. Reclamation's interests in Arizona are administered by the Lower Colorado Regional Office in Boulder City, Nevada. The Phoenix Area Office and the Yuma Area Office have delegated jurisdiction to manage Reclamation projects and land. A number of archaeological sites are located on lands managed by the BOR.
7. **Kofa National Wildlife Refuge**, managed by the U.S. Fish and Wildlife Department, is located in Yuma County.
8. **Luke Air Force Base** is the responsible agency for archaeological sites found on the Barry Goldwater Air Force Range located between Ajo and Gila Bend in southern Arizona.
9. **The National Park Service** is an agency of the Department of the Interior that manages a number of national parks and monuments throughout the State of Arizona. As of 2004, archaeological resources targeted for monitoring by Site Stewards are found in the Saguaro National Parks in Tucson, Lake Mead in the northwestern part of the state, and the Organ Pipe Cactus National Monument, south of Ajo.

- 10. The Town of Prescott Valley Parks and Recreation Department** is committed to providing quality recreational, cultural and leisure opportunities, and to preserving the areas natural and cultural resources. The Fitzmaurice Ruins, perhaps the largest pre-contact site in the Prescott area, has been identified for Site Stewards to monitor.
- 11. The City Of Tempe** has two archaeological sites within the city limits, one of which, Hayden Butte, is a large petroglyph site. The Program's liaison with the City of Tempe is the Curator for the Tempe Historical Museum.
- 12. The Cabeza Prieta Wildlife Refuge**, managed by the U.S. Fish and Wildlife Department, is a wilderness preserved located in Pima County outside the town of Ajo, in southern Arizona. The Refuge has a number of petroglyph sites identified that Site Stewards monitor.
- 13. Arizona State Museum** in Tucson. The University of Arizona owns property that has archaeological resources located on them. The Arizona State Museum works closely with the State Land Department with legal and preservation processes of State Trust Lands as well.
- 14. Center for Desert Archaeology** in based in Tucson, is a private, nonprofit organization that promotes stewardship of archaeological and historical resources through active research, preservation, and public outreach. The Center has identified two sites in southern Arizona to be monitored by Site Stewards.

Through a less formal agreement, Site Stewards monitor sites for the Archaeological Conservancy and Stone Ridge Development in Prescott.

The term "Land Managers (LMs)" is a general term for all the agencies above who are responsible for the management of their respective agencies' lands in the State of Arizona. In practice, the term "Land Manager" often refers to the Site Steward Coordinator (archaeologist) who works directly with the local Regional Coordinator and the Site Steward Program.

The Site Steward Coordinator (SSC) is designated by the Local Land Manager, as appropriate, to coordinate Site Steward activities on the lands under their jurisdiction. To date, the Site Steward Coordinators have been Department, Forest, District, Zone or Field Office archaeologists, or in the case of the State Land Department, the Environment Trespass Office sharing responsibilities with the archaeologist for the State Land Department with some consultation with the ASM archaeologist. The Site Steward Coordinator, as the land manager's representative, is responsible for nominating sites to be monitored and requesting other services of the supporting Region. The Regional Coordinator and the Region's Assistants work with this person to develop local operating procedures on scheduling, reporting methods and priorities, records protection and maintenance, and local program support.

The Volunteer Site Steward Committee is made up of representatives of each signatory of the Intergovernmental Agreement and one member of the Archaeology Advisory Commission. The Volunteer Site Steward Committee is the “user group” of the Site Steward Program. The Volunteer Site Steward Committee advises the SHPO on behalf of the signatories of the Intergovernmental Agreement. It reviews program procedures, standards and overall operations, makes recommendations to the SHPO, reports at least annually to the signatories on the efficiency and effectiveness of the program and recognizes outstanding performance.

The State Program Coordinator, (PC) is hired by the State Historic Preservation Officer and works out of the SHPO/Arizona State Parks to coordinate the statewide operations of the Program. The Program Coordinator coordinates with, and provides requested reports to the Volunteer Site Steward Committee and the GAAC. The PC recruits and recommends to the SHPO candidates for Regional Coordinators and coordinates the activities of the Regional Coordinators as chairman of the Program Coordinators’ Committee (PCC), which develops recommendations, in consultation with the Regional Coordinators, on statewide and region wide program policies, procedures and standards, with the concurrence of the SHPO. The State Program Coordinator also publishes the program’s newsletter, plans and facilitates workshops, and an annual conference.

Program Coordinator’s Administration and Database Assistants are volunteers who help the Program Coordinator administer the statewide program. The **Assistant** enters new applicants into the program as candidates, monitors the certification program, maintains the master computer personnel file, and initiates the Quarterly Personal Information Change Report to the Regions.

The Regional Coordinator is a Site Steward nominated by the Program Coordinator on the advice of the appropriate Land Managers or their agents, and/or the Region’s Site Stewards. Regional Coordinators work with the local land managers to determine site monitoring priorities and frequency, establish a site inventory and a program of other preservation activities appropriate for region and steward commitments. They also recruit volunteers to serve as Site Stewards, conduct the 8-hour Site Steward training program, introduce Site Stewards to new sites on the site inventory, and ensure that a qualified leader directs all activities. They assume overall responsibility for Region operations, local liaison and adherence to standards. The Regional Coordinator sits as a member of the Program Coordinator’s Committee.

Regional Coordinators Assistants are Site Stewards accepting appointment by the Regional Coordinator to the Region staff. Regions are encouraged to have Assistants for Operations, Site Acquisition and Training. The Coordinator may also appoint assistants to be responsible for administration, recruiting and public information. These are Regional appointments and are subject only to regional limits of authority and terms of appointment. Regional Coordinator’s Assistants (if established for a Region) are held by Site Stewards appointed by the Regional Coordinator and serve for the term of the Regional Coordinator who appointed them (see section under Operations).

Site Stewards are certified volunteers appointed by the SHPO. The initial appointment is probationary for one year; if the Steward passes probation, he or she is automatically reinstated for an unspecified period. Site Stewards are representatives for the Land Manager whose land they monitor and must be thoughtful to others visiting the area. The basic duties of Site Stewards include monitoring historic and pre-contact archaeological sites and recording their condition and evidence of looting, vandalism or other damage to the responsible land manager's representative. Stewards may also perform other related activities as defined in their volunteer agreements requested by the Site Steward Coordinator, the State Historic Preservation Officer or the Regional Coordinator, provided they are qualified physically and by experience or training. Stewards are not authorized to act in any law enforcement capacity.

Site Acquisition Team is a team of Site Stewards, of an unspecified number, that visits nominated sites and gathers baseline information to incorporate the sites into the Region's site inventory.

Program Coordinator's Committee is a committee of all the Regional Coordinators, chaired by the Program Coordinator that may meet as a whole or by geographic areas.

The requests of the land managers for services will determine what the Site Steward Program strives to accomplish. How the program gets the accepted job done and keeps its self-functioning as a coordinated group of volunteers, ethically, effectively, and safely is the function of the Program Coordinators Committee.



Site Etiquette

Do not climb on ruins or lean against ruin walls, as they could collapse.

Tread lightly, causing as little disturbance to the site as possible, especially in areas where the desert pavement could be disturbed.

Rock art should be photographed but not touched in any way. Your fingertips and palms will leave oils that speed the deterioration process.

Take any litter you have brought back home. “Pack it in, pack it out,” leave no trace.

Be courteous to others that are visiting these archaeological sites, remember you are acting as the representative of the land manager who owns the site.

Program Organization

The Program

The Intergovernmental Agreement provides for the establishment of a statewide program, headquartered with the State Historic Preservation Office/Arizona State Parks Board in Phoenix and operated locally through community-based regions. Initially, there were thirteen designated regions; by 2002 over 24 regions were established, by 2007, the Program increased its regions to 27. Regions are determined by where communities are located with a population sufficient to draw the necessary volunteers to cover the sites in the surrounding area.

Region Organization

The IGA stipulates the appointment of a state program coordinator “. . . to be assisted by appointed Regional Coordinators, who in turn, will be assisted by local volunteer Site Stewards.”

As has been stated earlier, no two regions are the same. Certain things are common: the mission is the same and the Code of Ethics is the same. The training requirements and the Site Steward Handbook apply statewide. The concept is the same because the region

represents the community-based application of the program in each area. Beyond this, each group faces a totally different set of issues to be dealt with in carrying out its commitments. The archaeological resources, geography, population density and community are vastly different region to region, as are the land managers and their preservation objectives. It is impossible to dictate an organizational matrix that would apply to all of these situations.

Region Size and Boundaries

Originally, regions were seen as roughly following boundaries of political subdivisions or boundaries of the lands being served. As the monitoring network grows and the number of sites in the network increases, the tendency is to think less of county lines and/or District or Forest boundaries, and more of distance, access to centers of support and where the present and potential Stewards live. In areas with many sites, few people and scarce support centers, regions are kept small and focused on what the local stewards can realistically cover driving reasonable distances. The difference in what they can cover and what needs to be covered should or will be met by establishing additional small regions to meet unfulfilled requirements. Inter-regional activities are coordinated and the solution about which region covers what is determined at the periodic area meetings of the Program Coordinator's Committee.

Most regions, except on the Arizona Strip, probably serve at least two land managers. Since most reporting is done on the quarterly activity log, reporting is no problem if a Steward visits the sites of two or even three different land managers along its route. Since the damage reporting instructions for each site are land manager specific (established at the time the site is nominated by the owning land manager) even requests for immediate reporting are no problem using phone numbers given to the Steward at the time of joining the program – you just need to get to a phone! (Two-way radios and cellular phones are encouraged, but be sure your cell phone works in the area you are monitoring.) To sum up, land ownership is not an organizational problem, efficient coverage of the statewide, inter-regional, and regional network with the least expenditure of our resources, is.

OPERATIONS

PROGRAM OPERATIONS

The State Program Coordinator functions much like the school principal; he/she doesn't dictate necessarily, but keeps the group together and gets the job done. The Regional Coordinators and the State Program Coordinator establish a "commonality" when they periodically come together as a Program Coordinator's Committee at workshops, retreats, and/or the annual conference.

REGION OPERATIONS

Region operations are fairly autonomous to meet the widely differing situations and problems found from region to region.

Regional Coordinators: Each region has a Regional Coordinator who is responsible for working with the local land managers. Together they agree on the monitoring

commitments of the Region by site priority and frequency, establishing monitoring routes, Adopt-a-Site or Special Site commitments. This includes all sites accepted into the system and site acceptance and routing depending on priority, difficulty of access and availability of Site Stewards. The Regional Coordinator is responsible to recruit, with the advice and help of local civic leaders, citizens from the area who will volunteer to be trained and serve as Site Stewards.

A Regional Coordinator must present to those volunteers agreeing to accept the Site Steward Code of Ethics, a standardized eight-hour training course on Site Steward Program concepts, operations and safety requirements as a prerequisite for certification as a Site Steward. He or she must also follow through with assisting each Site Steward with their probationary requirements by:

- 1) Assigning them to a site(s) and working with the land manager if necessary to acquire a site if none of the existing sites need additional coverage. Many sites need more than two or three Stewards, but 15 or 20 could be too many and begin to impact the site by the simple act of monitoring.
- 2) Remind them periodically that they must send in a minimum of two service reports a year.

The Regional Coordinator should encourage new Stewards to attend Regional Stewards' Workshops, trainings conducted by the land manager, and the annual Site Steward Conference to further enhance the Steward's skills in serving the land manager, and for learning safety and methods for protecting the sites they monitor.

The Regional Coordinator's duties are to orient Site Steward Team Leaders as routes are established or projects developed and/or added. Orientation for routes includes the site history and significance, access problems, potential and real hazards, means and priority of contacting the law enforcement agent or agency responsible for each site, and the reporting requirements. The Team Leader candidates will be escorted over the route until they feel sufficiently confident to lead a group of their own over the route. Orientation of Team Leaders will be as complete and meaningfully relevant to the project or other tasks they have committed to lead.

A Regional Coordinator must strive to assure that all Region monitoring commitments are led by a confident, qualified Site Steward accompanied by at least one other Site Steward and exercise responsibility for region operations, recruiting, training, local liaison, administration and standards assurance. The Regional Coordinator is responsible to ensure the region operates smoothly, and to this end, may appoint a staff of Regional Assistants.

A typical Region staff may include the following job descriptions.

- An **Operations Assistant** who plans and monitors the region's field activities and other commitments.

- A **Site Acquisition Assistant** who is responsible, alone or with a team, for preparing the initial (and revised) site kits and for orienting stewards who are accepting new field commitments.
- A **Training Assistant** to conduct, alone or with a team, the Site Steward Training Program on a recurring basis to meet the region's training needs.

New commitment orientation may be the responsibility of either the Site Acquisition Team or the Regional Coordinator depending on the local situation.

Regions are dependent on the support of the local land managers (LM) for records security, forms printing, communications, training facilities and equipment. The extent and source of this support will depend on local agreements between the Coordinators and the local LM.

Site Acquisition. Region network building begins with site acquisition. Site acquisition, from site nomination to placing the enrolled site into the region network, is a five-step process. It begins when the local land manager nominates a site or sites to be monitored.

1) Site Nomination. The land manager's Site Steward Coordinator may have any number of reasons for nominating a site for monitoring: size, state of preservation, uniqueness, vandal pressure, etc. All sites nominated to the Site Steward Program's inventory of sites to be monitored must be recorded according to state or federal standards, i.e., the site must be recorded with the Arizona State Museum (ASM) and have a ASM site number if the site is on State Trust Lands or county lands and must be deemed eligible to be listed on the National Register of Historic Places. To nominate the site, the Site Steward Coordinator needs to provide the Regional Coordinator with the information called for on the Site Summary form, OPS-1, that includes:

- a) *Summary.* The site summary should contain the site history, as the Site Steward Coordinator knows it and a statement of its importance (i.e.,) the reason for nominating it). The summary should include copies of any existing site maps.
- b) *Site Location.* This should include the legal description and the UTM grid location (if possible) for later incorporation into the program master inventory file. Though the usual practice for adding a site to the regions inventory is for the Site Steward Coordinator or representative to take the team to the site for a comprehensive introduction and review of its current condition, the access instructions should still contain sufficient detail for an experienced Site Acquisition Team or member to find it on a subsequent visit.
- c) *Reporting Instructions.* Stewards may cross over, as an example, two separate Forest Ranger Districts and visit sites belonging to each, as long as they have a signed volunteer agreement with each forest service district. If they encounter vandals or evidence of recent vandalism, they need to know whether to phone the local land manager (archaeologist), or the law enforcement officer with jurisdiction, or wait and turn in their report at the completion of their trip. Who to call, under what circumstances, how, and when must be established and included

in each Site Summary and each Site Kit before the site becomes part of the network. Unless a routine has already been agreed upon to apply to all of the nominated sites in the region, this site-specific information must be a part of the nomination.

- 2) **Initial Site Visit.** The purpose of this visit by the Site Acquisition Team (SAT) or member is to determine the safest approach, the time required to get to the site from a known and common departure point, the type of vehicle required for routine access and the amount of physical effort required to reach the site to determine how much a drain accepting the site will be on region resources. Following the first visit to the site, the SAT meets with the Region Coordinator and the Operations Assistant. From the report, they now know what it will cost, resource-wise, to enroll the nominated site in the system. With adequate resources there is no question of acceptance. If manpower is limited, new recruiting effort may be necessary to accept the site. If there are no 4x4, high center vehicles available, and one is needed to reach the site, perhaps a local LM vehicle could be used on the weekend. If there is no ready solution and the priority for monitoring the site is high enough, perhaps some other site will have to be dropped from the program, at least temporarily, to be able to add the new site. At the next Program Coordinators meeting perhaps a site swap or even area swap might be arranged to relieve the local stress on resources. If a site has to be dropped, or one is not accepted, the problem will be reviewed with the appropriate Site Steward Coordinator. If the Regional Coordinator decides to accept the site the SAT moves on to the next step.
- 3) **Site Preparation.** This includes all those tasks necessary to prepare a Site Kit. The SAT determines the safest route to the site, finds a remote observation point (if possible) and a safe, unobtrusive parking area. At the site, an off-site observation point is located that will permit an overview of the site without physically entering it, a datum point is identified for map orientation and making a large scale site map, if none is available. Finally, a damage inventory is completed and entered on the site map. To expedite entry of the site into the region network, the region may decide to postpone the mapping and inventory to a later date or, if the accepting Steward has the experience, let the Steward accept the mapping and inventory as part of their overall commitment. The SAT completes the Site Summary form, OPS-1. It combines the site description and reporting requirements from the Site Steward Coordinator with the SAT's field information. The Site Summary, OPS-1, is the backbone document of the Site Kit. The only additional information or document needed is a site map/inventory. The site is now ready to be enrolled in the system.
- 4) **Orientation** to the site by the accepting Steward completes the enrolling process. See the Regional Coordinator's Responsibilities for the content of this orientation.
- 5) **Entering a Site in the Program Inventory.** The system works best if sites are placed on the inventory when the Site Steward Coordinator sends the site nomination packet directly to the Program Coordinator, before visits to the site are made. Through this channel the master and field copies of the sites are made and sent on to the

appropriate region by the Program Coordinator. The site data is placed in the Site Inventory. When a site visit is reported on an incoming Activity Log, the time and visits are credited to the site. Sometimes a Site Steward Coordinator will give Site Kits directly to a Regional Coordinator, in which case, the Regional Coordinator needs to make a copy of the OPS form and send it in to the Program Coordinator. The Program Coordinator makes a copy for the state file, and a copy to be given to the Records Coordinator so that the site can be placed on the computer database inventory of sites.

The site acquisition process seems very cumbersome and complicated. It isn't. Thanks to the concept of the SAT. They need to have "old time west, scout" quality. They may, in unusual situations, go out and find sites without the assistance of a land manager representative. On State Trust Lands, this is not the case. The agreement with the State Land Department is site specific and SAT or Stewards can't go wander about on missions of discovery. In the event that a site is located, observe it, map it (if need be), GPS it, then train someone else how to get to it by taking them there or giving them the GPS coordinates. The SAT takes them there as often as necessary until the SAT feels comfortable about how well the accepting Steward knows the intricacies of the route and the new site. The only documentation the SAT has to worry about is marking the route maps to indicate parking areas, the approach to the new site and completing the damage inventory by drawing it on the site map. All the rest of the above is passed on to the Stewards by showing them.

As pointed out, the practice of most Site Steward Coordinators now is to accompany the SAT, Regional Coordinator or any other region members that desire to go, to the nominated site for familiarization and a joint damage assessment. This greatly facilitates the task of the SAT and site enrollment. However, as GPS units become more popular, we find more and more Site Steward Coordinators' who simply do not have the time to familiarize Stewards to a site, give the GPS coordinates to the Regional Coordinator or SAT, and tell them to "go find it."

Site Monitoring. The Region has three options to be used separately or in combination, to meet its monitoring commitments. Experience has established that the exclusive use of the Adopt-a-Site option or a combination of the Adopt-a-Site and Special Monitoring options are far more efficient and effective than the once favored Regular Monitoring option. The options:

- **Regular Routes.** They are established routes worked out by the SAT and/or Operation Assistant that can be covered by the typical volunteer vehicle carrying a qualified Team Leader and one or more accompanying Site Stewards. The advantage offered by regular routes is mostly appreciated in the larger regions, as it's one of training investment. If the region's commitments can be conveniently covered by looped-routes, route training only has to be invested in an accepting Team Leader. The Team Leader can train other region Stewards as they are rotated through that monitoring assignment. However, to plan, schedule, coordinate and track this system requires a high degree of leader compliance and

a sophisticated operations center that doesn't work very well without a full-time operations center coordinator, and not many volunteers will want to devote that much time to it.

- **Special Routes.** This category is designated to take advantage of other than ordinary resources and situations to solve monitoring problems caused by the remoteness or difficult access of some sites. They utilize the unique capabilities of individuals or groups. For instance, to maintain surveillance of a site far removed from vehicle access, a little checking might reveal that the site is on, or very near, one of the favorite trails of a hiking club. Most of these people are very conservation minded. It would be quite easy to recruit Site Stewards from such a group if they realized they could, as Special Routes, participate in their favorite activity and the Site Steward Program at the same time. There are private pilots willing to patrol remote and difficult to reach sites from the air. In fact, in 1998, the program had several members of the Civil Air Patrol in Phoenix and Prescott, who flew over sites. In some regions ranchers, (by 1996, Horseshoe Ranch on the Perry Mesa had joined the program, later the ranch was sold to another private party) who routinely, on their way to check wells and stock, passed sites on state or BLM land and are more than willing to periodically check sites for vandalism.
- **Adopt-a-Site.** Suppose there is a small cluster of people living near a remote site who could reach it with a very short walk, or a site located near a subdivision. Suppose also that they have grown up knowing about and being proud of that site. They are also concerned and even angry with vandals damaging "their" site. Any Steward might elect to monitor a site in this capacity for a specified length of time, or in perpetuity, especially if it's in the area that the Steward goes to routinely to make deliveries, visit a parent, etc. Adopt-a-Site Stewards can then enlist other Stewards to assist in monitoring their sites and to carry out other preservation measures for the site working with the Site Steward Coordinator or local LM.

Visit Frequency. Site Stewards, site significance and vandalism pressure on a site will determine the frequency of site monitoring. Most remote or difficult-to-reach sites can probably be adequately visited on a 10-12 week basis. Some petroglyph sites in areas of heavy tourist traffic need one or more visits a week. Experience will be a Regions or Stewards best indicator for visit frequency to sites not recently disturbed. Once new vandalism is detected, visit frequency should be increased for a few weeks until the threat of a repeat act abates.

Trip Limits. Route length and difficulty must be within the mean capability of the Region's Site Stewards unless covered as a Special Patrol. Routes must be reasonably covered in 8 to 10 hours travel time to site and time to return before nightfall, and must avoid unacceptable hazards in order to avoid undue hardship on the Steward accepting the route or site. Unless all terrain vehicles are provided by the agency being supported, routes will be matched to the Region's volunteer individual vehicles. Because of fuel

costs, it is not unreasonable for a Region to set a “mile per round trip limit” on the sites they accept for monitoring. The Regional Coordinator can, if necessary, network with other regions to find a Steward living “closer” to a site, i.e., two sites along the same highway.

LIST OF EQUIPMENT AND SUPPLIES FOR SITE STEWARD MONITORING:

1. **Steward identification card, reduced copy of the SHPO volunteer agreement and a signed copy of the Land Manager volunteer agreement;**
 2. **Compass;**
 3. **USGS topographic map of area showing access to site area and land ownership status;**
 4. **Paper pad and pen for field notes;**
 5. **Vandalism reporting procedures (on your OPS form) and vandalism reporting report form;**
 6. **First aid kit, food and water, appropriate clothing for weather and plenty of gas;**
 7. **List of archaeologists and law enforcement or agency phone numbers (on OPS form or in Site Steward Handbook);**
 8. **Camera, optional telescopic lens, with film and photo log forms;**
 9. **Binoculars;**
 10. **Copy of appropriate laws (e.g., ARPA, State Antiquity Laws, State Burial Protection law, etc.)**
 11. **“Welcome to the Past” brochures to pass out to other site visitors or other cultural resource educational literature or brochures for public distribution provided by the land manager.**
 12. **Cellular phone, CB, or two-way radio (if available from agency).**
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FIELD OPERATIONS

Personal Responsibilities during Site Visits

Unless exceptions are established at the time of agreeing on the commitments, all site visits, whether made as Adopt-a-Site, Special or Regular Patrol visits, will be made by at least two Site Stewards. Both Stewards must be certified, but one will be designated as the Trip Leader.

Trip Leaders:

- a. The leader must have completed the route to the subject sites at least once in the capacity as a leader-trainee in the company of the Regional Coordinator or LM.
- b. The leader is responsible for the orientation, safety, conduct, outcome and reports of the site visits.

- c. The leader, when accepting the assignment, will be briefed concerning recent problems, hazards, vandalism, changes in reporting procedures and changes in law enforcement contact personnel for the sites.
- d. As leader, a Steward may delegate the authority to perform any aspect of the site visits but cannot delegate responsibility for the safety, conduct or results of the visits, and for assuring the adequacy of the clothing, provisions and equipment of all persons participating in the trip prior to its departure.
- e. Unless the trip has been previously exempted, the leader will cancel the trip and not proceed alone if there is not a second currently certified Site Steward present to go on the trip.
- f. If special equipment is required to complete the trip, the leader will, if not qualified to operate the equipment, assure that someone that is qualified joins the trip.
- g. The leader will not, nor allow any member to intrude in any activity by unknown persons on an assigned site, no matter how seeming innocent it may seem.

Exceptions to this “buddy system” may be granted if the site is in a highly visited public area or park and there is little danger that someone wouldn’t be around to assist with an injured Steward, if an incident occurred.

Accompanying Site Stewards. Stewards monitoring sites will familiarize themselves with the route, site maps, known hazards, current history, contact personnel and requirements before departing for site visits. All of this should be included in a trip orientation by the leader. If not, it does not excuse the accompanying Site Stewards from their need to know. They would be negligent to depart on the patrol without this requirement being met.

Stewards must assure themselves that they can take charge of the trip and insure their return in the event that the assigned leader is injured or incapacitated. They must share equal responsibility with the leader for the safe conduct and completion of the trip; for the proper clothing, provisions and equipment for themselves and anyone else participating in the site visits.

All Site Stewards will conduct themselves as the personal representative of all Site Stewards and of the land manager whose land they are monitoring while in the field.

Observers. All observers, regardless of their relationship to the assigned Site Stewards, must be approved prior to the trip departure date by the Regional Coordinator or the Operations Assistant and the Land Manager (unless a region/ land manager policy has been established). The names of the observers and their completed release of liability (if required) must be filed with the requesting land

manager's office before departure of the site visits. This is especially important when visiting State Trust Lands. State Trust Land is often, but not always, "posted" and closed to all but specifically designated persons. Everyone else, even Site Stewards not specifically assigned to sites on the land in question (and not previously granted temporary access), is considered trespassing. Regardless of the land ownership status, family members who are accompanying the Site Steward are doing so at their own personal risk. Site Steward will refrain from taking their friends and other groups of which they might be affiliated with to archaeological sites without the express permission of the appropriate land manager (see section on Group Visit Protocols). Permission must be given by the land manager, it cannot be granted by the Regional Coordinator or by the State Coordinator for a Site Steward to take unauthorized visitors to archaeological sites.

Conduct of Site Visits: All Stewards will be properly clothed, provisioned and equipped for the trip and have in their possession: a personal Site Steward identification card, a copy of their SHPO/Arizona State Park Volunteer Agreement and a copy of their volunteer agreement with each Land Manager whose sites they will visit during the trip.

The Steward will review the weather-related aspects of the trip before departing. If there is more than a slight danger of trouble/access due to the weather, the trip will be rescheduled. If at a site and a storm approaches, Stewards should leave the area before road are washed out or lightening becomes an issue.

The leader will not depart for the site visits until all accompanying persons are familiar with the route, the hazards and contingencies that may be present, what to do about them and that the points listed above have been met.

The group/Steward must "sign out," in person or by phone, with some designated person immediately before departure, giving the sites to be visited, the number of persons participating, the leader's name and the expected time of return.

In case of accidents, with or without injuries, or vehicle breakdown, the persons involved should stay with their vehicles on the established route until help arrives (again, the use of portable CB radios or cellular phones are encouraged). The group will not deviate from the established route, as accidents are never foreseeable, and your "designated" person and/or land manager must know where to look for you if you do not return on time.

Stewards must not confront or openly observe persons involved in suspicious activities. Any actions that might provoke confrontation or pursuit must be avoided. Suspicious activity or vandalism should be reported to the land manager, as is appropriate to the situation.

The Steward shall report obvious vandalism or deterioration occurring since the last visit, without disturbing potential evidence (the obvious act itself). Evaluating further

at the risk of destroying or losing evidence is inexcusable. The instructions for reporting and means of reporting are included on each Site Summary.

Vandalism or deterioration found at any site should be updated on the site map. If the site map has not been completed the leader should record the damage with a sketch and notes on the Site Summary. The leader is responsible for ensuring that a member of the group will report any new findings to the appropriate LM as directed by the Site Summary.

When the trip is terminated, and all participants are out of the field and accounted for, the group will “sign in” again, in person or by phone, with the same designated person that the departure was reported to earlier.

On Site Procedures: The Program’s initial training is just enough to prepare Site Stewards for the basic site visit (i.e., travel with a trained leader, follow an established route safely to designated sites, detect recent feature changes due to vandalism, note the changes and get safely home to turn in the report). This section is concerned with the Site Steward’s basic task of finding, inventorying and reporting new or recent acts of vandalism.

Our aim is to deter vandalism primarily through efforts of increasing the general public’s awareness that concerned people are watching archaeological sites. But by early detection of vandalism and safeguarding evidence, we may pave the way for a greater incidence of apprehension and conviction of those responsible for vandalism.

While one of a Steward’s greatest responsibilities is to find and report recent damage to Arizona’s heritage resources, we have an equally strong responsibility not to endanger evidence nor impair the investigation that may follow – by our own unintentional or misguided activities. It takes months, sometimes years of study and experience to train a skilled criminal investigator. It takes as many months of painstaking discipline to collect and maintain an unbreakable chain of evidence that can be used in court. A Site Steward, without a similar background, who moves, touches, covers or in any way alters evidence around a focus of recent vandalism, is acting irresponsibly and against the best interests of this Program. Again:

Find it, Record it, Report it! Don’t Intrude, Investigate or Interpret!

Approaching the Site. Ideally each site has a remote observation point to observe the site for possible intrusion by others – without being noticed. If the initial observation reveals the presence of anyone on the site, or suspicious activity (digging, probing, back-hoeing, etc.), collect what information you can, safely and quickly, then slip away to make the reports indicated by the sites OPS-form (Site Summary).

However, not many sites are “ideal.” The Team Leader or Operations Assistant, or your own initial visit, will tell you where to park, how to find the trail to the site,

walking hazards, etc., everything to make access easier for you. Move cautiously and quietly because in some instances you are within hearing distance of the site before you can actually see it. If someone is already there, you want *him or her* to be the surprised ones.

In the parking area, on the access trail, and as you approach the designated observation point, look for signs of recent use or activity. Avoid these areas. If the site has been recently vandalized, these signs may prove to be footprints or tread marks and be the only linking evidence. Stay away from them – protect them.

Observation Procedures: Use binoculars whenever possible to maintain a safe distance from any suspicious activity. If you are on foot, try to remain discrete in your actions. Always remember to record the most important information first; license numbers, vehicle description, suspect description, clothing description and time and date of day you saw something suspicious.

Do not alert subjects to the fact that you are observing them. Never place yourself or your vehicle on a hilltop or on the skyline (this makes you very easy to spot). If there does not appear to any safe way to conduct observations of suspicious activity – don't. Leave the area and report. Do not place yourself in any danger to observe activity. The most important thing is your safety.

Preliminary Overview and Protecting Evidence: Ideally, each site will have one or more designated overview points that will permit a visual overview for evidence of recent disturbance (not already marked on the Site Map). If vandalism has recently occurred and evidence is still evident, it is better to leave the to skilled investigators. Walking through the vandalized area will add your footprints to the situation that will confront the investigators when they do arrive to look for evidence. If possible, leave one Steward behind to watch the evidence (to keep the chain of evidence established) while the other Steward goes to report it. If the land manager, however, is not able to respond in a timely manner, then after reporting it, leave it, your job is finished. In any case, make note of the damage on your site sketch map for future reference.

If vandalism is not obvious from the observation point(s), enter the site and observe, room-by-room, area-by-area, until the entire site is checked for new damage. If vandalism is found, the precautions below apply:

- Stay out of the disturbed area
- Sketch what you can see on the Site Map
- Make any notes you feel indicated in your field notebook
- Avoid tracks and/or any other signs of surface disturbance anywhere you step. As you leave, back out the same way you went in.

If the rest of the site can be inventoried without further destroying or disturbing evidence, do so. Update the Site Map as you find additional damage. If, however, to complete the inventory, you have to risk disrupting possible evidence, you should cease and desist. Go out the same way you came in to keep your disruption of the

surface to a minimum. Going in or coming out, if new vandalism is present, do not disturb or move any object or pick up any form of trash. It's all possible evidence.

Treatment of Visitors' Artifact Piles

Site Stewards will sometimes find visitors' artifact piles at a site. Although the behavior behind visitors' piling up artifacts is usually well meaning, Site Stewards need to consider artifact piling as a type of site vandalism, as it adversely affects the information potential of a site.



Documentation Procedure:

1. If a Site Steward (SS) notices a visitor's pile of artifacts at a site, the SS needs to leave the pile in place and conduct baseline documentation prior to notifying the respective land manager. This documentation should consist of the following information:
 - a. Plot the location of the pile on the site map (note dimensions of pile).
 - b. Note the density of the pile by counting the number of different types of artifacts in the pile (i.e., # of sherds, # of lithics, # of shell pieces, etc.),
 - c. Photograph the visitors' pile,
 - d. Note the date the pile was first identified, and
 - e. Notify the appropriate land manager of the presence of the pile (include the descriptive information noted above in your vandalism report).
2. At subsequent visits to the subject site, the SS should determine if the pile is still present. If the pile is absent, this should be noted. If the pile is still present, then the following observations should be made:
 - a. Has the density and/or content of the pile changed? (Have the numbers of artifacts in the pile increased? If so, note the # of sherds, # of lithics, etc. Have the artifacts decreased in quantity? If so, note the changes. Has the character of the pile has changed (e.g., decorated sherds once present are now gone)? If so, note the changes,
 - b. If the artifact pile has changed in density or content, then the pile should be photographed again,
 - c. Note the date of your observations, and make a vandalism report to the land manager if any of the following conditions have occurred: the pile is gone, the density or content of the pile has changed in anyway, or if you notice additional, new visitors' piles of artifacts.

It is the land manager's decision as to whether or not a visitor pile(s) needs to be removed from a site in order to deter further piling activity or artifact removal. SHPO believes that dispersion of the artifacts across a site adversely impacts the spatial distribution and context of surface artifacts, and should not be conducted.

Collection of visitor piles from a National or State Register-eligible or -listed site would constitute data recovery and would require consultation with SHPO under Section 106 (for federal land managers). State land managers would also need to consult with SHPO and the Arizona State Museum (ASM) under the State Historic Preservation Act, and city and county land managers would also need to consult with ASM under the Arizona Antiquities Act.

These collections would need to be conducted by qualified archaeologists. If the land manager has qualified archaeologists on staff, then the land managing archaeologist could conduct the collection; however, if the land manager needed to hire an archaeological consultant to collect the visitors' pile, then there could be issues under the Antiquities Act (e.g., permits) for state, municipal, and county lands, and the ASM would need to be consulted regarding such actions.

Procedures During an Agency (LM) Law-Enforcement Response:

Be sure to identify yourself to the responding local LM agent or agent by showing your driver's license, your Site Steward ID CARD, deduced copy of your SHPO Agreement, and a signed copy of the land managers volunteer agreement. A Steward must heed all instructions given by the agents, this is for your own safety; conduct yourself in a professional manner. It is very important to record the time and circumstances of the incident, the names of all parties involved, and the time you or the group left the scene in your notes. These notes may be used to refresh your memory in case you are called to testify.

Photographs: Some managers would like photographs as back-up documentation of site vandalism. As with investigations, there is no time in the Site Steward basic course for instruction on making and documenting photographs for recording vandalism. For Stewards to assume this additional task the following is required:

1. Notes to this effect in the corresponding Site Summary (those managed by the requesting Land Manager).
2. The needed camera equipment.
3. The appropriate film.
4. A Cultural Resources Photograph Log (see forms in back of handbook;
5. Training in use of the cameras, orienting and documenting the exposures made, and the protection of other evidence while the photographs are being made, provided by the requesting local Land Manager.

Once the leaders are trained, perhaps only an occasional "workshop" might be needed to keep the entire Region's force of Stewards "camera" qualified. If a Steward has not been trained to take photos for court evidence, they should only take photos from a distance, being careful not to leave their footprints in the crime scene area. It is better not to take photos at all, if by doing, you disturb the ground surface in any way.

Other Steward Activities: The previous section was to illustrate the typical site visit by the typical Site Steward on his or her first few regular site visits. The sub-section, Photographs, hints that “typical” may not be typical for long. This section is intended to preclude exclamations and/or consternation between routes and even Regions (in our supposedly very standardized system) when someone or a group discovers, “We don’t do it that way!”

What to do if you witness looting or vandalism

Write down what you see or hear in your notebook.

Identify the location of the site in your notes.

Identify exactly what the illegal activity consists of: digging, collecting, etc.

Identify WHO is doing it: record descriptions of the people you see (height, weight, hair color, clothing, etc.)

Identify the TOOLS that are being used. If you hear heavy equipment (maybe a backhoe) when approaching your site, beware!

If you are unobserved, take PHOTOGRAPHS or VIDEO TAPE IT. DO NOT take photographs if the intruders on the site have seen you or can hear the click or noise of your camera/camcorder, or if dogs they may have nearby may be able to hear you.

NOTIFY THE AUTHORITIES as soon as possible.

Potential dangers to avoid:

DO NOT attempt to confront any kind of vandalism; vandals are usually armed and dangerous.

DO NOT pick up or disturb any artifacts, trash, tools or anything else left on the site. This material is evidence and must be treated like any other crime scene.

DO NOT call attention to yourself; if accidentally encountered” have a “cover” story made up of why you are there.

DO NOT play cops & robbers; you do not enforce the laws.

ALWAYS call for help when needed, and know the appropriate number to call.

Potential accidents in the field: vehicle accidents or breakdowns, broken tree limbs on the road or path, rattlesnakes, personal injuries, muddy roads, etc., - be prepared.

Why should the typical differ?

The Regions differ not only in size and geography. They vary also in property distribution between private and public lands. Some contain practically all State Lands Department lands and others practically all BLM, thus their missions and resources are different. We have just reviewed the here and now world of the typical Site Steward on his/her first few visits. However, we know that “typical Site Stewards” change, too. They accumulate experience, training, and confidence. If so inclined, some will want to put on the cloak of additional responsibility and become members of the Site Acquisition Team, or a Regional Assistant, and many of the

members of the region, as they gain in experience and competence, will tend to want to do more and more.

For the Land Manager's part, when describing the typical activities when monitoring a site, the needs and preferences of the "typical Land Manager" were also a consideration. These Land Manager needs and preferences are going to vary from region to region and within regions, between local managers. This variance results primarily from a difference in local manager resources (usually manpower) and a Region's ability (through experience and advanced training) to meet the additional needs or requests.

Site Kits: Site Kits are high security items. The original kit contains information on location, access and on law enforcement coverage for the area and site, its past history, its importance, and often includes the initial survey report by the land-manager. Each would be valuable to anyone involved in looting or other archaeological crimes. All archaeological data, including site location information, site descriptions, vandalism reports, maps, and photographs are the property of the agency administering the site,

There should be a master Site Kit for each site in a region. The master Site Kit is completed by the Site Acquisition Team or the local LM, and is permanently filed/secured by the Region in order to provide a paper trail for future Regional Coordinators of a Region. One copy should be made and kept in the State Program Coordinator's office site files and one copy of Site Kit should be made to give to a new Site Steward on their initial site visit to the site. For security reasons, the accepting Site Steward should not make additional copies of the Site Kit.

A site sketch and copies of former photos showing the sites condition should be given to the newly accepting Site Steward. This way, Site Stewards can maintain baseline data of the site, noting damage or changes to the sites condition on the sketch and with photographs they take to keep the site information updated. All site sketches and photos should be returned to the local Regional Coordinator at the time a Site Steward drops or is terminated from the Arizona Site Steward Program. While the Steward may have incurred costs for film developing, all photos and other site information and field records gathered during the time they are assigned to monitoring that site(s) is the property of the land manager and the Site Steward Program and must be surrendered in good form and in a timely manner at the time the Steward is no longer active. All site location information and field records are confidential (see Code of Ethics).

The Region Site Kit contains (if appropriate):

A. Site Summary containing:

- 1) Both the legal, UTM grid, or GPS locations of the site;

- 2) Printed route instructions with emphasis on real and potential (due to weather, etc.) hazards along the route;
 - 3) Instructions for non-emergency reporting and pre-trip coordination;
 - 4) Emergency contact instructions in case of accidents, encounters or observations justifying immediate law enforcement response or other need for assistance.
- B. A map of appropriate scale to show the entire trip route, ownership of the land crossed by the route (private, BLM, USFS, etc.), and locations of law enforcement agents, emergency assistance and telephone locations available to the patrol;
- C. A site map showing the current damage inventory of the site.

The Field Site Kit contains:

- A. a copy of the portion of the 7 1/2 minute USGS map that shows access to the site, including if indicated: preferred parking area; screened, pre-visit, remote observation point; best/safest access route from the parking area; preferred on site observation point and orientation information;
- B. A larger scale map of access route if necessary;
- C. A 1:400 cm-scale Site Map or equivalent for damage inventory recording;
- D. An abbreviated Site Summary containing:
- 1) A brief printed introduction to the site, including a short history, its importance and known vandalism history before entering the program;
 - 2) Special access instructions, if appropriate (key locations, contact instructions to cross private land, etc; and
 - 3) Routine and emergency reporting instructions (how, when, etc.).

The abbreviated Site Summary does not contain the legal description of the site, its UTM grid coordinates or any other information that might help locate the site if it fell into unauthorized hands.

Signing Out and In: Any Region that does not have an established and tested “sign out/sign in” procedure is doomed to experience an eventual calamity of having Stewards stranded in inhospitable environments with no one aware that they are in trouble.

Any Steward who leaves the safety of his/her home or neighborhood as a Site Steward without some responsible person being aware of their route and destination, the expected time of their return, and who to contact if they do not return by that expected time, is too incautious to be trusted with the responsibilities of stewardship.

Depending on Region policy, local or personal circumstances, this “signing out and in” may be with a spouse, friend, the local LM law enforcement agent, the Forest or BLM

district dispatcher, U.S. Border Patrol, or even a county sheriff's substation, BUT, some reliable agent or agency must know you are out on Site Steward business, so they can sound the alarm and marshal resources to come looking for you if you should ever fail to return as expected.

Never be guilty of going out on Site Steward business without the assurance of this protection.

ADMINISTRATION

The Program Coordinator in the State Historic Preservation Office division of Arizona State Parks carries out most of the administration for the program. The procedures described below were designed to keep the filing and storing efforts in the regions at a minimum. At the most, other than the files needed for Site Kits, a Regional Coordinator should need only a single 3-ringed binder or file to keep a supply of applications for new candidates, extra Activity Logs, blank Land Manager Volunteer Agreements, blank Site ID (OPS) Forms for new sites, local community information, and reports/e-mails from the Program Coordinator.

Certification Process:

After a candidate's Classroom and Field Training are completed, the SHPO Volunteer Agreement (A-6 Form) must be signed, and sent to the State Program Coordinator. If a photo of the new Steward has been taken, please send or e-mail the photo with the A-6 form. When the A-6 is received by the State Program Coordinator's Office, the certification process includes the printing of the new Steward's training certificate, and a letter of congratulations from the SHPO and GAAC. At this time, the Steward receives their Steward Identification Card (ID Card), and a reduced copy of their A-6 form. These two items, the ID Card and reduced A-6 form, along with a copy of the land managers' volunteer agreement, for whichever land manager they will be providing a service for, should be carried with them at the time they are monitoring their assigned site(s). The Land Manager Agreement(s) are given to the Steward by the Regional Coordinator at the time a site(s) is assigned. The Steward or Regional Coordinator must send the Land Manager Volunteer Agreement (s) to the appropriate land manager for signing. The land manager should send a copy to the accepting Site Steward in a timely manner after it has been signed by their agency. If the Site Steward hasn't received a copy in 15 working days, he/she should call the appropriate land manager listed in the handbook Appendix 1 to remind them that the agreement hasn't been returned to them.

Code of Ethics Statement of Adoption:

To comply with the requirements for certification, the Regional Coordinator must not endorse a new Steward's Training Record for certification until he/she has possession of the Steward's signed SHPO Agreement.

Volunteer Agreements and Volunteer Insurance:

After being certified as a Site Steward and upon accepting a site assignment, the volunteer must sign a separate Volunteer Agreement with each local Land Manager for which they volunteer. The duties, access and equipment use, etc., defined on the Land Manager's Volunteer Agreement will serve as your permit to do these things while

working for the land manager. You must have a copy of the agreement in your possession any time you are working as a volunteer; this includes traveling to and from your volunteer duties. This volunteer agreement must be signed and sent in to the LM for execution. Some field offices of the Bureau of Land Management wants these agreements to be updated annually and it is the responsibility of the accepting Site Steward to make sure their agreement is current and valid, new forms may be provided from the Regional Coordinator or State Program Coordinator at the Steward's request. For Site Stewards serving the Phoenix Field Office, the BLM signs an umbrella agreement and files it with the State Program Coordinator. All the need is the first Volunteer Agreement signed with their agency that allows them to know the Steward should be included in the umbrella coverage. Other land managers have stated that once signed, the volunteer does not need to renew every year.

While working as a volunteer for a federal agency, you are covered by federal workman compensation laws – if your volunteer agreement is valid and you are occupied in your defined duties. Federal compensation laws do not apply to volunteers on State Trust Lands, thus you must sign an agreement to define your duties under State Lands that enters you into the State Lands Volunteer Insurance Program. Needless to say, all documents are very valuable to you and care should be given to their protection while they are on your person.

A copy of your SHPO/State Parks agreement is on file in the State Program Coordinator's office and the original agreement with the Land Manager is on file with the Site Steward Coordinator of that particular land manager. Copies of these are easily made if you need a replacement; contact the LM Site Steward Coordinator if you misplace your agreement with them. All agreements are closed automatically without action on your part when you leave the Site Steward Program.

Identification Cards:

Each Site Steward must have an identification card issued by the SHPO. The ID card must be in your possession when performing Site Steward duties. The cards are the property of the SHPO and must be returned on termination of appointments. Site Stewards may keep their Certificates of Training and their copy of the Site Steward Handbook.

The Personal Service Report and Activity Log (Log):

The Region depends on periodic reports from the State Program Coordinator's office to keep record of changes in the individual Stewards' personal information or service hours. The State Program Coordinator's office uses the Personal Service Report to track this information.

An **Activity Log** report is due to the Program Coordinator (PC) from each Steward after the first of April, July, September and January. The information reported is entered quarterly into the SHPO computer (since 1991, this inputting task has been done by a volunteer, Gary Peet), an updated Personal Service Report is printed and returned to the

Site Steward within a month of receipt by the PC, along with a new activity log to be turned in the next quarter.

The Activity Log is used to report any change in personal information, such as name, address or telephone numbers. However, its major purpose is to serve as a report of each Steward's activities and volunteer service hours in the program since the last report. The new Log will show the latest commitments reported by the Steward, the hours and visits charged to each site reported on, and any administrative activities, public or personal education, etc., reported.

The **Personal Service Report** will show a new summation of previous service hours in the computer by current year, previous year and a cumulative total of service and "other" hours. If no reports are received from the individual Steward, nobody but the non-reporting Steward knows about it. Reporting activity is the primary responsibility of a Site Steward and a prerequisite for continued service in the program. This information provides the database for compiling the State Program Coordinator's reports to the Commission, SHPO and LMs. The volunteer hour reports are very important in determining the dollar equivalents this program is contributing to the historic preservation effort and are vital in securing the Arizona SHPO and land managers' proportionate share of the National Historic Preservation Fund. It helps to document the value of the Program to the LM, who contributes towards support of the program.

Send the filled out Activity Log and mail or e-mail it to the State Program Coordinator. Sometimes the local Regional Coordinator may want to review them first, especially with new Stewards to ensure accuracy. If that is the procedure the Regional Coordinator wants followed, they will tell you. Regions are beginning to develop websites for their local Stewards to computerize their hours and to receive regional information. However, this is an exception, as of 2007, the SHPO has been unable to get a website approved and designed for the Site Stewards, so except for the website maintained by Arizona State Parks: www.azstateparks.com where applications and Activity Logs can accessed. Most Stewards must still mail or e-mail their Activity Logs to the State Program Coordinator or the Records Coordinator. Please your Activity Log in a stamped envelope to keep the report intact and confidential through the mail system. Site locations are not put on this Activity Log; only the assigned site inventory number is normally used, so the information is of no practical purpose to anyone but the Records Coordinator's computer. We try to make the "paper-shuffle" you are required to do as easy as possible! If you don't have an activity log, a master-copy can be found in Figure 6 of this handbook.

Hint for good stewarding: When photographing artifacts, use the four-inch scale or ruler attached to the front pocket of your handbook. If what you are photographing is a feature, such as a wall alignment, use something for scale that is larger than the provided scale or ruler, such as a backpack or walking stick.



ARCHAEOLOGICAL RESOURCE PROTECTION LAWS APPLICABLE IN ARIZONA

A complete listing of laws and regulations governing cultural resources may be found in the one of the Appendixes of the Handbook.

Arizona Statute A.R.S. Section 41-841:

Prohibits the excavation of archaeological sites on State land without a permit (Class 5 felony).

Prohibits the collection of archaeological specimens (artifacts) from State lands without a permit (Class 1 misdemeanor). State Law does not include arrowhead, coins or bottles; however, these items are highly diagnostic and therefore we require, as a point of ethics, Site Stewards not pick them up..

A.R.S. Section 13-3702:

Prohibits damaging or defacing petroglyphs or pictographs on State lands (Class 2 misdemeanor).

A.R.S. Section 41-845:

Prohibits the reproduction or forging of any archaeological object, deriving its principal value from its antiquity. Or to make any object to identify or offer for sale or exchange with the intent to represent the same to be an original and genuine archaeological object (Class 2 misdemeanor).

A.R.S. Section 41-844 and as amended in 1990:

Requires State, County and City officials to report to the Director of the Arizona State Museum the discovery of any archaeological sites found in the course of a survey,

excavation, or construction, and to preserve them. Failure to do so constitutes a Class 2 misdemeanor.

A.R.S. Section 36-861 (as amended in 1990):

The knowing mutilation, disinterment or removal of a human body from its burial without authority constitutes a Class 5 felony.

A.R.S. Section 41-865 (Burial Law on Private Lands):

Prohibits the intentional disturbance of human remains and funerary objects on private lands.

Requires notification of the Director, Arizona State Museum if such remains are disturbed. Failure to do so constitutes a Class 1 misdemeanor. A period of ten working days from the time of notification is provided to treat the discovery of such remains and objects. To bear the cost of removal, the law established an Acquisition and Preservation Fund through criminal fines and penalties assessed from violations of this law and from grants and private donations.

Prohibits intentional possession, sale or transfer of human remains or funerary objects excavated or removed without permission from the Director, Arizona State Museum. Failure to do so constitutes a Class 5 felony.

A.R.S. Section 39-125:

An officer may decline to release archaeological discoveries, place or objects included or eligible for inclusion on the Arizona Register of Historic Places, if the officer determines that the release of information creates a reasonable risk of vandalism, theft or other damage to the archaeological resource. In making the decision to disclose public records pursuant to this section, an officer may consult with the Director of the Arizona State Museum or the State Historic Preservation Officer.

FEDERAL LAWS

Acts of the First Congress of the United States, Act of August 7, 1789

Statute 1, Article III

Religion, morality and knowledge, being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged. The utmost good faith shall always be observed towards the Indians; their land and property shall never be taken from them without their consent; and in their property, rights and liberty, they never shall be invaded or disturbed, unless in just and lawful wars authorized by Congress; but laws founded in justice and humanity shall from time to time be made, for preventing wrongs being done to them, and for preserving peace and friendship with them.

Federal Antiquity Act of 1906

The 1906 Act established national parks and monuments for the preservation and protection of significant archaeological sites. The Act was signed by President Theodore Roosevelt, but is rarely used today to prosecute archaeological crimes.

National Historic Preservation Act of 1966 as amended

(80 Stat. 915; 16 U.S.C. 470)

Provides for a President's Advisory Council on Historic Preservation; expansion of the National Register of Historic Places; authorizes matching funds; and provides Section "106" compliance procedures for affected properties (projects with federal involvement).

National Environmental Policy Act of 1969

Declared the policy of the federal government to preserve important historic, cultural, and natural aspects of the nation's heritage, and requires that federal agencies prepare environmental impact statements prior to making decisions about projects that may significantly affect the quality of the human environment.

The Archaeological Resources Protection Act of 1979

(ARPA) P.L.96-95, 93 Stat. 721-72B; 2, 16 U.S.C. 470aa-47011)

ARPA establishes a permitting requirement for the excavation or removal of archaeological sites and artifacts from public and Indian lands, including National Forests, Bureau of Land Management lands and Military reservations.

It prohibits the excavation, removal, alteration, and the defacement of any archaeological resource located on public or Indian land without a permit from the land managing agency. It prohibits trafficking in archaeological resources obtained in violation of Federal law, including their sale, purchase or transport and offers to sell, purchase, or transport illegally obtained artifacts. It also prohibits trafficking (in interstate or foreign commerce) in archaeological resources obtained illegally under any State or local law.

Felony violations of any of these prohibitions are punishable by fines up to \$250,000 and imprisonment up to two years for the first conviction, and up to \$250,000 and 5 years on second and subsequent convictions. It also allows for the confiscation (forfeiture) of equipment used in connection with the violation and the assessment of civil penalties equal to the scientific or commercial value of the resource and the cost of restoration and repair (up to double those costs for the second and subsequent convictions).

Executive Order No. 13007: Indian Sacred Sites, May 24, 1996, Accommodation of Sacred Sites

States that each executive branch agency with statutory or administrative responsibility for the management of federal lands shall, to the extent practicable, permitted by law, and not clearly inconsistent with essential agency functions, accommodate access to and ceremonial use of, sacred sites by Native American

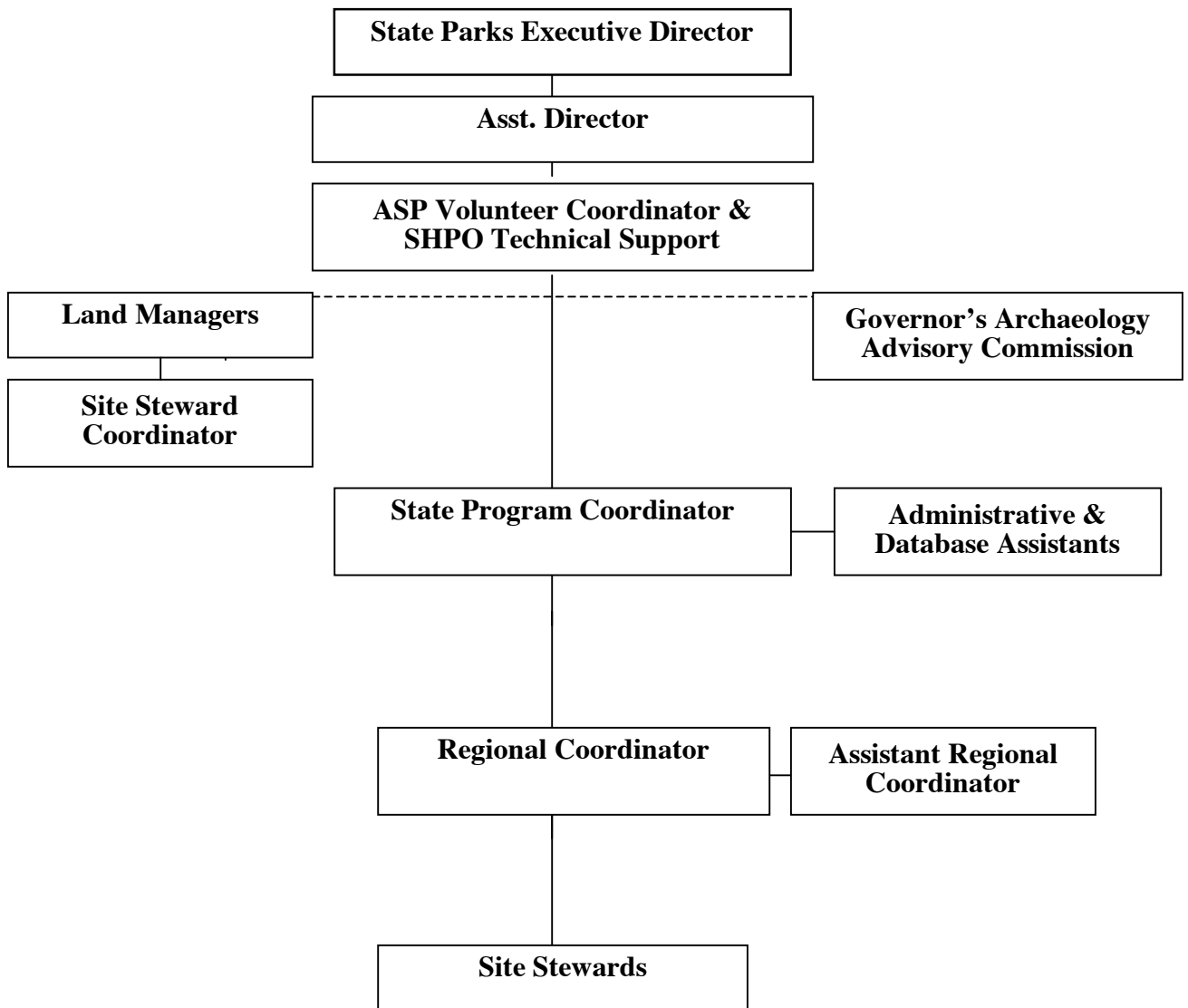
religious practitioners, avoid adversely affecting the physical integrity of sacred sites, and where appropriate, maintain the confidentiality of sacred sites.

ABOUT THOSE ARROWHEADS

The removal of arrowheads from public lands without a permit is prohibited by ARPA, specifically, CFR Title 36 – Parks, Forests, and Public Property, Part 296, Section 261.9 (h) prohibits “removing paleontological, prehistoric, historic, or archaeological resource, structure, site, artifact, or property” from the National Forest or any other public lands. The intent of the law is –damaging cultural resources and collection of artifacts, including arrowheads, from public lands without a permit is prohibited and subject to criminal and, in some cases, civil penalties.

Native American Graves Protection & Repatriation Act of 1990 (NAGPRA) (P.L. 101-601: 104 Stat. 3048)

This law sets provisions for the intentional removal and inadvertent discovery of human remains and other cultural items from Federal and tribal lands. It clarifies the ownership of human remains and sets forth a process for repatriation of human remains and associated funerary objects and sacred religious objects to the Native American groups claiming to be lineal descendants or culturally affiliated with the remains or objects. It requires any Federally funded institution housing Native American remains or artifacts to compile an inventory of all cultural items within the museum or with its agency, and to provide a summary to any Native American tribe claiming affiliation.



Solid lines indicate direct lines of authority, broken lines indicate an advisory capacity. For listing of the State Parks staff on this chart, see page 1. For a current list of Regional Coordinators or newsletter, the Arizona WATCH, for changes.

Figure 1. Organization Chart

protecting Arizona's



Arizona Site Steward Cultural Vandalism Report

Date Incident Noted: _____ Time Incident Noted: _____

Site Name/Primary Number/ASM Number: _____

Noted and Reported by: _____

Phone Number: _____ E-Mail: _____

UTMs, Lat/Long or Description of location of Incident: _____

Date of Previous Visit to Site: _____

Indicate the Nature of the Damage (Check all that may apply):

- | | |
|---|--|
| 01. New Roads/ATV travel | 12. Spray paint/paintball games |
| 02. Potholes/evidence of looting | 13. Petroglyphs used for targets or graffitied |
| 03. Backhoe/Bulldozer trench | 14. Shrines or cairns built at or near site |
| 04. Signs removed or damaged | 15. Erosion/flooding damage to site |
| 05. Rearranging of rock features | 16. Human tracks found at damaged site |
| 06. Collector's pile | 17. Damaged/removed vegetation |
| 07. Fires or fire rings made at site | 18. Boulders moved or removed |
| 08. Unauthorized visitors on site (squatters) | 19. Probe holes noted at site |
| 09. Artifacts removed from surface of site | 20. Trash dumped or debris at site |
| 10. Human remains exposed | 21. Fences down or damaged |
| 11. Petroglyphs removed, or attempt to remove | 22. Other (please specify) _____ |

Were photos taken? Yes _____ No _____ If yes, by whom? _____

Prints (B&W _____ Color _____ Digital _____ Film _____ Slides _____)

Was a Photo Log Kept? Yes _____ No _____ Were sketches made? Yes _____ No _____

Was this vandalism witnessed in the process of happening while you were there? Yes _____ No _____

If this vandalism was witnessed, please include the following information:

Length of time spent in observing the suspect(s) at the site: _____

List all witnesses to the vandalism, include e-mail addresses or phone numbers:

Equipment noted being used in the crime: _____

Describe vehicle: Year _____ Make _____ Model _____ Color _____ License Plate State & Number _____

Describe suspect(s) at site: _____

Describe any contact with suspects: _____

Attach any additional comments or narrative, and any sketches or photographs.

Figure 2: Vandalism Report Form

ARIZONA SITE STEWARD SITE DISCOVERY FORM

If, while you are monitoring the site assigned to you, you should discover an unknown site in the area, please fill this out and send to the appropriate land manager. This is not the form to place the site on the Site Steward Inventory, but simply to make the land manager aware that an additional discovery has been made, so they can include the site in a future survey.

Date of Discovery: _____ Name of Recorder: _____ E-Mail: _____

Property Type: Historic _____ Prehistoric _____ Site Ownership Information: _____

USGS Map: _____ GPS Coordinates: _____

County: _____ Lat/Long: _____

Condition: Well Preserved _____ Evidence of previous vandalism _____

Describe any Disturbance: Erosion _____ Grazing _____ Logging _____ Mining _____

Fire Damage _____ Trench/Looters holes _____ Paint-balling _____

ATV traffic _____ Collectors piles _____ Trash dumping _____

Human remains exposed _____ Graffiti _____ Fences down _____

Artifacts noted: (Indicate quantity or check for "present")

_____ Plain pottery _____ Fire cracked rock _____ Cans or old bottles _____ Shell

_____ Decorated pottery _____ Flaked stones (lithics) _____ Ground stones

_____ Manos _____ Metates _____ Projectile points (arrowheads)

Other type of artifact noted: _____

Diagnostics Pottery/Ceramics (indicate quantity or check for "present")

_____ Redware _____ Polychrome _____ Corrugated _____ Black/Red

_____ Historic ceramics _____ Black /White _____ Black /Yellow _____ Red/Buff

_____ White/red _____ Other (describe) _____

Features: (Please sketch features of the site on the graph on the reverse side)

_____ Structure (total number of rooms you can detect _____).

_____ Trash Mound _____ Roasting Pit _____ Petroglyph _____ Grinding Stone

_____ Historic Mine _____ Historic dwelling _____ Other (describe): _____

Photographs included: Yes _____ No _____

Signature: _____ Date: _____

Address: _____ Phone Number: _____

E-mail address: _____

Figure 3: "Discovery" Form

SSIN# _____ ARIZONA SITE STEWARD SITE DATA FORM REGION# _____

CONFIDENTIAL INFORMATION

THIS IS THE FORM TO USE TO ENTER A NEW SITE INTO THE SITE STEWARD DATABASE. THE LAND MANAGER OR REGIONAL COORDINATOR SHOULD FILL IT OUT AND SUBMIT IT TO THE STATE PROGRAM COORDINATOR OR THE RECORDS COORDINATOR FOR INCLUSION IN THE ARIZONA SITE STEWARD PROGRAMS INVENTORY OF SITES TO BE MONITORED BY STEWARDS.

SITE NAME OR PRIMARY NUMBER: List all site numbers if this is a route that includes several sites.

Land Owner/Agency

Name of USGA Map Site is On

Latitude and Longitude or GPS Coordinates

Description of Site

Priority (Priority has to do with how often a site should be visited, which depends on visitor or vandal impacts):

☐ Urgent

☐ High

☐ Standard

☐ As resource permits

Access Instructions:

Key needed? Yes ____ No ____ Who to check in with to get permission or key _____

Vehicle Needed: ☐ Sedan

☐ 4x4

☐ High Clearance

Contact Information: Land Manager Site Steward Coordinator: _____
Phone and e-mail _____

Coordination/Liaison: _____

To Report Recent Damage: _____

To Report Vandalism in Progress: _____

For help in Emergencies: _____

This site listed above has been requested by the land manager/owner and has been deemed eligible for the National Register of Historic Places by _____, who is a professional archaeologist, and had been accepted into the Region by the Regional Coordinator.

Signature of the Regional Coordinator: _____ Date: _____

Signature of the Site Steward Coordinator (land manager): _____ Date: _____

Figure 4: Site Data Form for Adding Site to Inventory (OP)

PHOTO LOG

PAGE#:_____

SITE NAME OR NUMBER: _____ ROLL#: _____

FILM TYPE: _____ EXPOSURE ON ROLL: _____ LENS: _____

Name of Photographer/Recorder: _____ Phone #: _____

Promptly record exposure information after taking each photograph. Include Frame number, date taken, direction (true or mag or grid), subject of frame, peoples' names (if known), and informational comments.

[illegible]

Figure 7: Photo Log Form